

Open Space: Report

Conversation name:

Host:

Participants:

Notes:

Host's Responsibilities

- Identify someone to take notes (you may do it yourself or ask for a volunteer)
- Use whatever notetaking method works best for you: flip charts or notepaper, words and/or visual images
- Record the name of the session, the host's name and list the other participants on your notes
- Start the discussion
- Make sure notes are taken (see guidance below)
- After the session take this report to the news room

Some thoughts about your notes:

- Make sure your notes will be understood by someone who wasn't there
- Write clearly so others can easily read it



Topic:

Host:

Notes (continued):